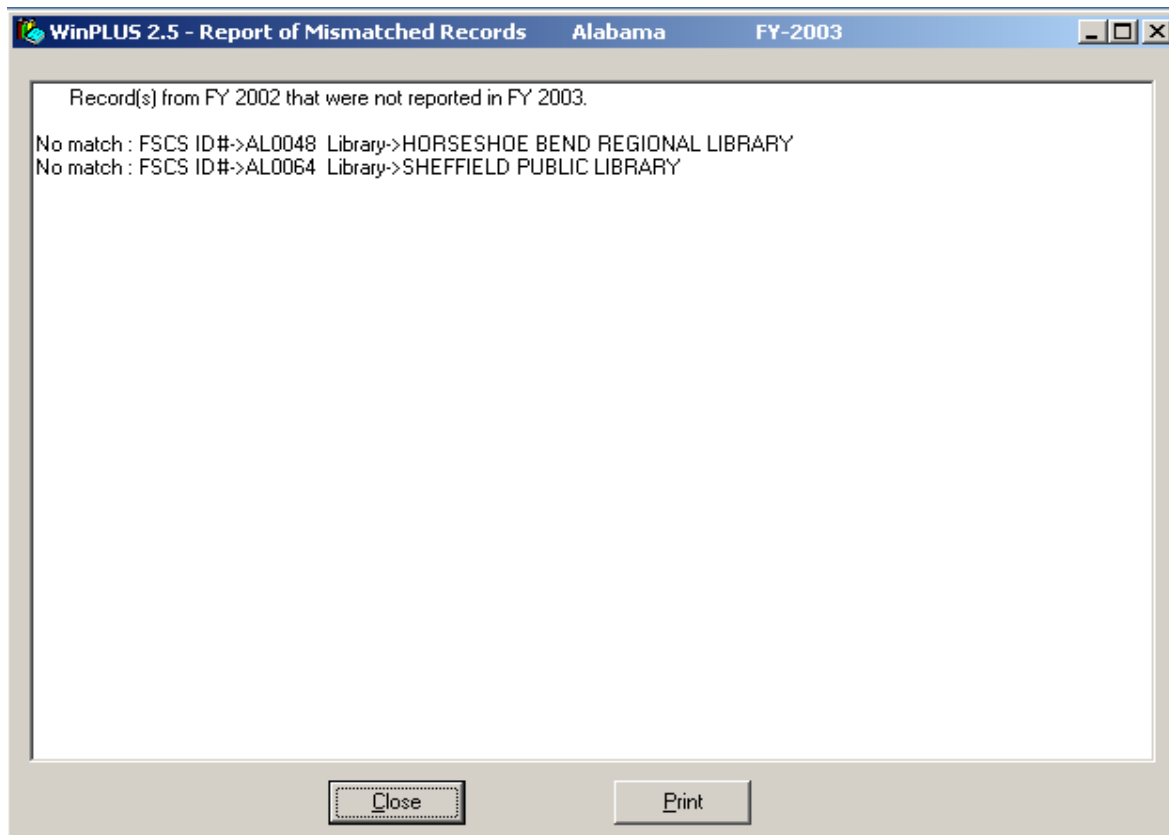


5.4 Report of Mismatched Records

After completion of data entry (by import or keyboard), the user should select 'Report of Mismatched Records' from the WinPLUS Main Menu to generate a report of prior-year administrative entity records (FY 2002 file) that do not match (on FSCS ID#) current-year records (FY 2003 file). These mismatches should have been resolved by either deletions, closings, merges, or changes from entities to outlets. The user should review this list for accuracy. A sample report is displayed below:



Choose 'Print' to print the report. Choose 'Close' to return to the WinPLUS Main Menu.

5.5 View/Update Administrative Entity or Outlet Records

This function is used to view existing administrative entity and outlet records, or to make changes to these records through keyboard data entry.

5.5.1 Keyboard and Function Keys for View/Update Records

5.5.1.1 Keyboard Keys. WinPLUS allows the use of the following keyboard keys during data entry to view/update records:

<Enter> or <Tab>	Accepts data that the user has just typed for the current data element and moves forward to the next data element.
<PgUp>	When applicable, accepts data that the user has just typed for the current dataelement and moves backward one page or screen to the previous screen.
<PgDn>	When applicable, accepts data that the user has just typed for the current data element and moves forward one page or screen.

5.5.1.2 Function Keys. The Function keys shown below are usually found to the far left or along the top of the keyboard. Marked F1, F2, etc, they are used to execute WinPLUS commands when the user is viewing or updating the administrative entities or outlets.

<F1> Help	Displays the definition for a data element while on the data field. Select <Esc> to exit the definition.
<F2> Sort By	Sorts by Name, LIB ID, FSCS ID, or City.
<F3> Outlets	Displays the outlet(s) affiliated with the administrative entity.
<F4> Structure Changes	Opens the Structure Changes menu.
<F5> Save Work	Saves the current record to the hard disk.
<F6> Outlet Retrieval List	Displays the OutletRetrieval List.
<F7> Edit Check	Runs edit checks on the current record.
<F8> Cancel Changes	Cancels unsaved changes to the current record.
<F9> Previous Record	Moves to the previous record.
<F11> Next Record	Moves to the next record.
<CTRL><P>	Prints the current record.
<CTRL><R>	Replicates the administrative.
<CTRL><T>	Re-totals the administrative entity total fields.
<CTRL><X>	Exits the current record and returns to the WinPLUS Main Menu.

5.5.1.3 Menus

You can move around in WinPLUS by clicking with your mouse, or by using the <TAB> or <ENTER> key. Use the menu choices (File, Edit, View, and Help) at the top of your screen to do specific activities in 'View/Update Administrative Entity or Outlet Records'.

5.5.2 View/Update Administrative Entity Records

To view administrative entity or outlet records, or to make changes to these records through keyboard data entry, select WinPLUS Main Menu option 'View/Update Administrative or Outlet Records'. Each administrative entity record consists of three data entry screens. The top of each screen displays the entity's LIB ID, library name, FSCS ID, and City, for easy identification. Page 1 displays data elements 1 through 25.

Use the 'Enter' and 'Tab' keys to move from field to field on the data entry screen. When data are entered in the last field of the first and second screens, the cursor moves to the next screen. The user can move from screen to screen of the current administrative entity using the 'Previous Page' and 'Next Page' keys at the bottom of the screen, or the 'Page Up' and 'Page Down' keys. Save changes by choosing the 'Save Work' or 'Exit' keys. To cancel the changes prior to saving, select 'Cancel Changes'.

WinPLUS - View/Update Administrative Entity **Alabama** **FY-2003**

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 1

1A FSCS ID: AL0022 City: ABBEVILLE

Identification

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET 07 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE 08 City: ABBEVILLE

05 ZIP: 36310 06 ZIP+4: 2419 09 ZIP: 36310 10 2419

11 County: HENRY

12 Phone: 334-585-2818 13 Web Address: http://

Population

14 Interlib. Rel.: NO 17 FSCS: Y 22 Population of the Legal Service Area: 2,987

15 Legal Basis: CI 18 Geo.: C11 23 Number of Centrals: 1

16 Admin. Struc.: SO 19 Boundary Change: Y 24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

The user can move among different administrative entities by using the "Navigate Records" arrows at the bottom of the screen or the <F9> and <F11> function keys. Note that pressing <F9>, <F11>, or the "Navigate Records" arrows will also save the current record.

When the user selects 'Next Page', page 2 is opened, displaying data elements 26 through 45.


WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 2
1A FSCS ID: AL0022 City: ABBEVILLE

FTE Staff		Operating Expenditures	
26 ALA-MLS:	0.00	<u>Staff Expenditures</u>	
27 Total Librarians:	1.00	35 Salaries & Wages Exp.:	38,508
28 All Other Paid Staff:	2.00	36 Employee Benefits Exp.:	11,822
29 Total Paid Employees:	3.00	37 Total Staff Exp.:	50,330
		<u>Collection Expenditures</u>	
		38 Print Materials Exp.:	0
		39 Electronic Materials Exp.:	0
		40 Other Materials Exp.:	0
		41 Total Collection Exp.:	26,883
		42 Other Operating Exp.:	14,793
		43 Total Operating Exp.:	92,006
		<u>Capital</u>	
		44 Capital Revenue:	0
		45 Capital Exp.:	0

Operating Revenue	
30 Local Government:	70,260
31 State Government:	8,254
32 Federal Government:	1,933
33 Other Revenue:	11,042
34 Total Operating Revenue:	91,489

Save Work Cancel Changes Previous Page Next Page  View Outlets Sort By... Structure Changes Exit

Navigate Records

When 'Next Page' is selected again, page 3 is opened, displaying data elements 46 through 62.

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 3

1A FSCS ID: AL0022 City: ABBEVILLE

Library Collection	Public Service Hours Per Year
46 Print Materials: 29,630	53 Public Service Hrs/Yr: 2,192
47 Electronic Books: 1,052	Services Per Typical Year
48 Audio: 914	54 Library Visits: 15,125
49 Video: 330	55 Reference Transactions: 325
50 Databases: 2	Circulation
Current Serial Subscriptions	56 Total Circulation: 3,489
51 Print Serial Sub: 21	Inter-Library Loans
52 Electronic Serial Sub: 6	57 Provided To: 43
	58 Received From: 18
	Children's
	59 Children's Circulation: 8,697
	60 Children's Program Attendance: -1
	Other Electronic Information
	61 Internet Terminals Used by General Public: 3
	62 Users of Electronic Resources per Year: 1,820

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

To access administrative entity records by LIB ID, FSCS ID, Name, or City, use the drop-down boxes attached to these data elements to select the desired entity. The FSCS ID drop-down box is displayed below:

WinPLUS - View/Update Administrative Entity Alabama FY-2003

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 1

1A FSCS ID: AL0022 City: ABBEVILLE

02 Name: AB AL0090 AL0049 AL0157 AL0129 AL0127 AL0140 AL0037

03 Address: 30 STREET 07 Address: 301 KIRKLAND STREET

04 City: AB 08 City: ABBEVILLE

05 ZIP: 36310 06 ZIP+4: 2419 09 ZIP: 36310 10 2419

11 County: HENRY

12 Phone: 334-585-2818 13 Web Address: http:// M

14 Interlib. Rel.: NO 17 FSCS: Y

15 Legal Basis: CI 18 Geo.: CI1

16 Admin. Struc.: SO 19 Boundary Change: Y

22 Population of the Legal Service Area: 2,987

23 Number of Centrals: 1

24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

Drop-down boxes are also included on page 1 for Interlibrary Relationship Code, Legal Basis Code, Administrative Structure Code, FSCS Public Library, Geographic Code, and Boundary Change. The drop-down box for Administrative Structure Code is displayed below.

WinPLUS - View/Update Administrative Entity **Alabama** **FY-2003**

File Edit View Help

01 LIB ID: 999-033 Admin. Entity: ABBEVILLE MEMORIAL LIBRARY Page 1

1A FSCS ID: AL0022 City: ABBEVILLE

Identification

02 Name: ABBEVILLE MEMORIAL LIBRARY

03 Address: 301 KIRKLAND STREET 07 Address: 301 KIRKLAND STREET

04 City: ABBEVILLE 08 City: ABBEVILLE

05 ZIP: 36310 06 ZIP+4: 2419 09 ZIP: 36310 10 2419

11 County: HENRY

12 Phone: 334-585-2818 13 Web Address: http:// M

14 Interlib. Rel.: NO 17 FSCS: Y 22 Population of the Legal Service Area: 2,987

15 Legal Basis: CI 18 Geo.: CI1 23 Number of Centrals: 1

16 Admin. Struc.: SD 19 Boundary Change: Y 24 Number of Branches: 0

25 Number of Bookmobiles: 0

Save Work Cancel Changes Previous Page Next Page Navigate Records View Outlets Sort By... Structure Changes Exit

Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the administrative entity under 'View/Update Administrative Entity or Outlet Records', the 'Name/Address Change Menu' window is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate.

The choices for a change in the name of a library are:

1. This Administrative Entity has officially changed its Name.
2. This is the preferred spelling of the Name.

The choices for a change in the street address are:

1. This Administrative Entity has moved to a new location.
2. This is the preferred Street Address.

If the user chooses the first option in either case, they are asked 'Has there been an organizational Structure Change?' If 'Yes' is selected, WinPLUS prompts the user to make the structure change via the 'Administrative Entity Structure Changes' option on the WinPLUS Main Menu (see Section 5.6). If 'No' is selected, WinPLUS simply tracks the change in the historical database and the address/name change is saved to the database.

5.5.3 View/Update Outlet Records

Outlets can also be accessed from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Outlets of the current administrative entity are displayed via the <F3> function key; by selecting 'View', then 'Outlets' from the menu bar at the top of the screen; or by selecting the 'View Outlets' button at the bottom of the administrative entity screen. The 'Outlet Retrieval List' (showing all outlets for your state) will appear and disappear when the user clicks on 'View' and then on 'Outlet Retrieval List' or uses the <F6> function key. The user can scroll down the list to choose an outlet. While the list is visible, select the outlet that you would like to view/update and then select 'Enter'. An outlet screen is shown below:

The screenshot shows the 'WinPLUS - View/Update Outlet' window for Alabama, FY-2003. The window has a menu bar (File, Edit, View, Help) and a toolbar at the bottom. The main area is divided into sections for administrative entity selection and outlet details.

Administrative Entity Selection:

- 01 LIB ID: 999-033 (dropdown)
- Admin. Entity: ABBEVILLE MEMORIAL LIBRARY (dropdown)
- 1A FSCS ID: AL0022 (dropdown)
- City: ABBEVILLE (dropdown)

Outlets Section:

- LIB ID: 999-033 (dropdown)
- Select Affiliated Outlet: ABBEVILLE MEMORIAL LIBRARY (dropdown)

Outlet Details:

- 01 LIB ID: 999-033
- 02 Name: ABBEVILLE MEMORIAL LIBRARY
- 03 Address: 301 KIRKLAND STREET
- 04 City: ABBEVILLE
- 05 ZIP: 36310
- 06 ZIP+4: 2419
- 07 County: HENRY
- 08 Phone: 334-585-2818
- 09 Outlet Type Code: CE (dropdown)
- 10 Metropolitan Status Code: NO (dropdown)
- 11 Square Footage of Outlet: .1
- 12 Number of Bookmobiles: 0

Bottom Buttons:

- Save Work
- Cancel Changes
- Previous Page
- Next Page
- Navigate Records (with left and right arrow icons)
- Hide Outlet
- Sort Outlets
- Structure Changes
- Exit

On the outlet screen, the LIB ID and 'Select Affiliated Outlet' items have drop-down boxes that allow the user to move from one outlet to another outlet of the same administrative entity. The drop-down box for LIBID on the outlet screen is displayed below:

WinPLUS - View/Update Outlet Alabama FY-2003

File Edit View Help

01 LIB ID: 999-006 Admin. Entity: CHILTON-CLANTON PUBLIC LIBRARY

1A FSCS ID: AL0162 City: CLANTON

Outlets

LIB ID: 999-006 Select Affiliated Outlet: CHILTON-CLANTON PUBLIC LIBRARY

01 LIB 999-006 1A FSCS ID: AL0162 002

02 Na TON PUBLIC LIBRARY

03 Ad NUE

04 City CLANTON

05 ZIP: 35045 06 ZIP+4: 3499 07 County: CHILTON

08 Phone: 205-755-1768

09 Outlet Type Code: CE 11 Square Footage of Outlet: -1

10 Metropolitan Status Code: NO 12 Number of Bookmobiles: 0

Save Work Cancel Changes Previous Page Next Page Navigate Records Hide Outlet Sort Outlets Structure Changes Exit

Name or Address (of library) Change

When the user updates the Name or Address (of library) data element for the outlet under 'View/Update Administrative Entity or Outlet Records', the 'Name/Address Change Menu' is automatically displayed. WinPLUS prompts the user for more information so that the name/address change can be tracked in the historical file, if appropriate.

The choices for a change in the name of a library are:

1. This Outlet had officially changed its Name.
2. This is the preferred spelling of the Name.

The choices for a change in the street address are:

1. This Outlet has moved to a new location.
2. This is the preferred Street Address.

If the user chooses the first option in either case, they are asked 'Has there been an organizational Structure Change?' If 'Yes' is selected, WinPLUS prompts the user to make the structure change via the 'Outlet Structure Changes' option on the WinPLUS Main Menu (see Section 5.7). If 'No' is selected, WinPLUS simply tracks the change in the historical database and the address/name change is saved to the database.

5.5.4 Edit Checking During View/Update Records

During View/Update, interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	<p>"-3" means "Not Applicable" and is used for these items only:</p> <ul style="list-style-type: none"> • Phone (use only if library has no phone) • Web Address (use only if library has no Web Address) • Square Footage of Outlet (use only for Bookmobiles and Books-by-Mail Only outlets)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendices E and F.

5.6 Administrative Entity Structure Changes

This option allows the user to add new libraries and delete closed libraries, as well as to track administrative entity mergers and libraries that change from administrative entities to outlets. These structure changes and official name and address changes are tracked automatically in a historical file as the user enters the data, so there is little additional burden to the WinPLUS user.

5.6.1 Edit Checking During Administrative Entity Structure Changes

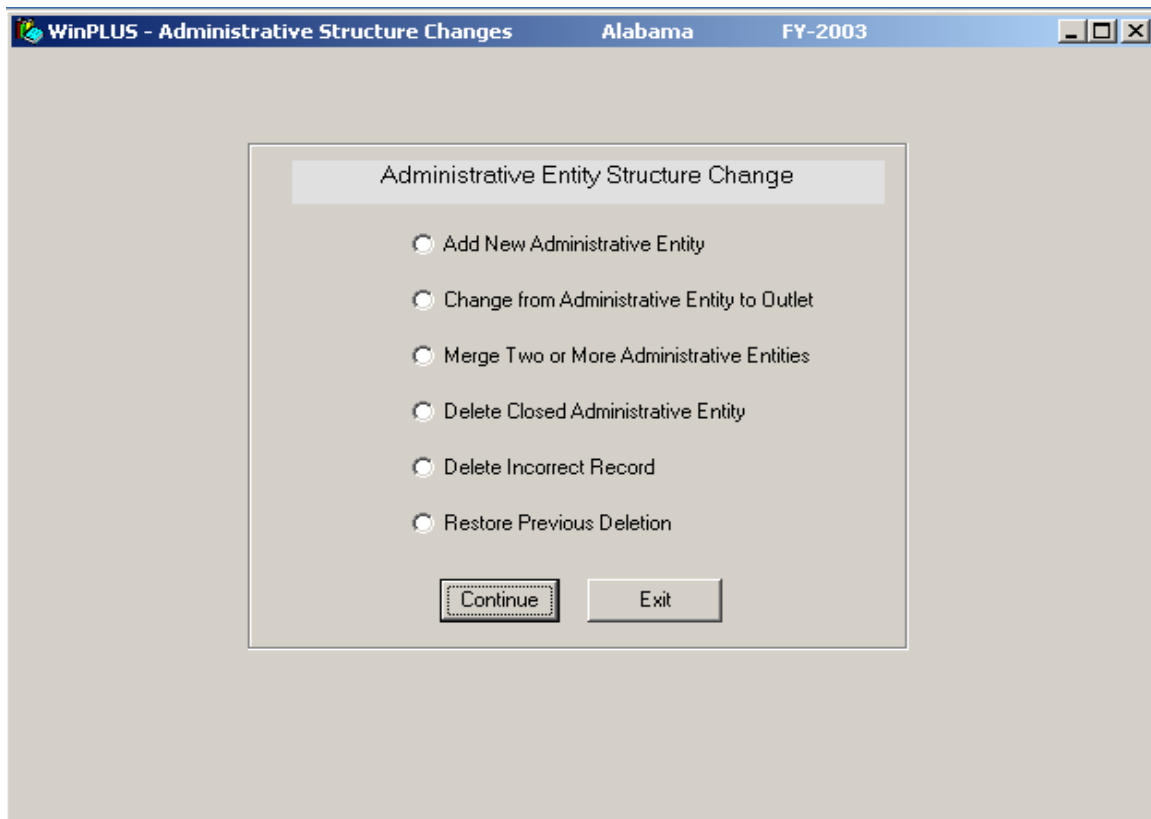
During 'Administrative Entity Structure Changes', interactive edit checks are limited to invalid entries (e.g., invalid codes in fields such as Interlibrary Relationship, Legal Basis, and Administrative Structure; and alphabetic entries in numeric fields).

Invalid entries are not permitted under any circumstances. WinPLUS software uses a -2 to indicate a data element that has been left blank. The user **must** make a valid entry (i.e., -1, 0, -3, a positive number, or alphanumeric data, as appropriate). Estimates can be used if exact data are not available. The following responses are acceptable to WinPLUS:

-1	"-1" means "We don't know the answer, don't collect this data, or can't get the data right now."
0	Zero means "we have none of this item" (e.g., the library does not maintain a video collection).
-3	"-3" means "Not Applicable" <u>and is used for these items only:</u> <ul style="list-style-type: none">• Phone (use only if library has no phone)• Web Address (use only if library has no Web Address)
Any positive number for numeric data elements	Enter the appropriate numeric data for the data element.
Alphabetic and/or numeric data for alphanumeric data elements	Enter the appropriate alphabetic and/or numeric data. Some items require the selection of codes for data (e.g., Interlibrary Relationship Code = HQ, ME, or NO). See appendix E.

Administrative Entity Structure Changes Menu

To access the 'Administrative Entity Structure Changes' menu, select 'Administrative Entity Structure Changes' from the WinPLUS Main Menu. This menu gives the user a list of options (shown below) for making structure changes to administrative entity records.



5.6.2 Add New Administrative Entity

To add a completely new administrative entity record, select 'Add New Administrative Entity' from the 'Administrative Entity Structure Changes' menu. When you select 'Continue', the Add New Administrative Entity data entry screen is displayed with the cursor positioned at the LIB ID data element. Enter the LIB ID#. WinPLUS automatically generates the FSCS ID#.

WinPLUS 2.5 - Administrative Structure Changes Alabama FY-2003

Add new Administrative Entity

1A FSCS: AL8009

Identification

01 LIBID: AL8009 02 Name: -2

Street Address Mailing Address

03 Address: -2 07 Address: -2

04 City: -2 08 City: -2

05 ZIP: -2 06 ZIP+4: -1 09 ZIP: -2 10 ZIP+4: -1

11 County: -2

12 Phone: - -2 13 Web Address: http:// -2

14 Interlib. Rel.: -2 17 FSCS PL: ?

15 Legal Basis: -2 18 Geo.: -2

16 Admin.: -2 19 Boundary Change: ?

Cancel Add Save Now Cancel Changes Exit

If the user does not enter a LIB ID#, WinPLUS automatically creates one based on the FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. Next, the cursor is automatically positioned on the Name data element. After the user enters the library name, pressing the 'Tab' or 'Enter' key automatically positions the cursor at the next data element in sequence, etc.

Select 'Save Now' or 'Exit' to save the new administrative entity record. Select 'Cancel Add' to stop the add process, without saving your current entries, and return to the 'Administrative Entity Structure Changes' menu at any time during this process.

5.6.3 Change From Administrative Entity to Outlet

To change an administrative entity record to an outlet record, select 'Change from Administrative Entity to Outlet' from the 'Administrative Entity Structure Changes' menu. The administrative entity that changed to an outlet is tracked in the historical database under the old FSCS ID# and the new outlet's FSCS ID#.

WinPLUS - Structure Change Alabama FY-2003

Select Administrative Entity(ies)				
LIBID	LIBNAME	CITY	FSCSKEY	
999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022	
501-001	ADAMSVILLE LIBRARY	ABBEVILLE	AL0090	
104-001	ADELIA MCCONNELL RUSSELL LIBRARY	ALEXANDER CITY	AL0049	
999-001	AKRON PUBLIC LIBRARY	AKRON	AL0157	
510-001	ALBERT L. SCOTT LIBRARY	ALABASTER	AL0129	
509-004	ALBERTVILLE PUBLIC LIBRARY	ALBERTVILLE	AL0127	
511-001	ALICEVILLE PUBLIC LIBRARY	ALICEVILLE	AL0140	
103-001	ANDALUSIA PUBLIC LIBRARY	ANDALUSIA	AL0037	
101-001	ANNIE L. AWBREY PUBLIC LIBRARY	ROANOKE	AL0011	
514-001	ANNISTON-CALHOUN COUNTY PUBLIC LIB.	ANNISTON	AL0154	
509-001	ARAB PUBLIC LIBRARY	ARAB	AL0124	
100-001	ARLEY PUBLIC LIBRARY	ARLEY	AL0002	
101-002	ASHLAND CITY PUBLIC LIBRARY	ASHLAND	AL0012	
512-001	ASHVILLE PUBLIC LIBRARY	ASHVILLE	AL0145	
107-001	ATHENS-LIMESTONE PUBLIC LIBRARY	ATHENS	AL0076	
505-001	ATMORE PUBLIC	ATMORE	AL0114	
999-082	ATTALLA-ETOWAH CO. PUBLIC LIBRARY	ATTALLA	AL0118	
104-004	AUBURN PUBLIC LIBRARY	AUBURN	AL0052	
999-043	AUTAUGA-PRATTVILLE PUBLIC LIBRARY	PRATTVILLE	AL0192	
999-028	B. B. COMER MEMORIAL LIBRARY	SYLACAUGA	AL0013	
500-000	BALDWIN COUNTY LIBRARY COOPERATIVE	ROBERTSDALE	AL0080	

Change to Outlet Cancel

When you select 'Continue', a list of all administrative entities is displayed. Select the administrative entity that is changing to an outlet by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Select 'Change to Outlet' to continue.

WinPLUS 2.5 - Administrative Structure Changes Alabama FY-2003

Change Administrative Entity to an Outlet

Identification

01 LIBID: 501-001 02 Name: ADAMSVILLE LIBRARY

Street Address Mailing Address

03 Address: 4826 MAIN STREET 07 Address: PO BOX 309

04 City: ABBEVILLE 08 City: ADAMSVILLE

05 ZIP: 36310 06 ZIP: 10 ZIP+4: 0241

11 County: JEFFERSON 13 V

12 Phone: 205-221-2568

14 Interlib. Rel.: ME 17 FSCS PL: Y

15 Legal Basis: CI 18 Geo.: CI1

16 Admin. SO 19 Boundary Change:

WinPLUS

Change this Administrative Entity to an Outlet?

Yes No

You will receive the message 'Change this Administrative Entity to an Outlet?' If you select 'No', the structure change is canceled.

If you select 'Yes' and outlets exist for the administrative entity selected to change to an outlet, you are prompted with the message 'Outlets exist. You must first delete all outlets associated with this Entity'. The structure change is canceled. You must reconcile the outlets before the administrative entity can be changed to an outlet. This is because outlets must be attached to an administrative entity. To reconcile the outlets, return to the WinPLUS Main Menu and then select option 'Outlet Structure Changes' and follow instructions in section 5.7—Outlet Structure Changes. After all outlets have been reconciled, return to WinPLUS Main Menu option 'Administrative Entity Structure Changes'. Follow the instructions for 'Change from Administrative Entity to Outlet'.

WinPLUS 2.5 - Administrative Structure Changes Alabama FY-2003

Change Administrative Entity to an Outlet

Identification

01 LIBID: 501-001 02 Name: ADAMSVILLE LIBRARY

Street Address Mailing Address

03 Address: 4826 MAIN STREET 07 Address: PO BOX 309

04 City: ABBEVILLE 08 City: ADAMSVILLE

05 ZIP: 36310 P+4: 0241

11 County: JEFFERS

12 Phone: 205-221-2

Outlets exist. You must first delete all outlets associated with this Entity.

OK

14 Interlib. Rel.: ME 17 FSCS PL: Y

15 Legal Basis: CI 18 Geo.: C1

16 Admin. SO 19 Boundary Change:

If you select 'Yes' and all outlets are reconciled, you will be asked, 'Select an Administrative Entity to be the parent record for this Administrative Entity that you are changing to an Outlet'. Select the administrative entity that will become the parent record by clicking on the gray box to the left of the names. *The entire row must be highlighted.* Select 'Continue' to complete the structure change.

You must enter data for the new outlet for data elements #9-Outlet Type Code, #10-Metropolitan Status Code, #11-Square Footage (if the outlet type code is CE or BR) and #12-Number of Bookmobiles. Use WinPLUS Main Menu option 'View/Update Administrative Entity and Outlet Records' for data entry.

5.6.4 Merge Two Or More Administrative Entities

To merge administrative entity records, select 'Merge Two or More Administrative Entities' from the 'Administrative Entity Structure Changes' menu, and select 'OK' to continue. (Note: WinPLUS automatically assigns the new administrative entity a new FSCS ID#. The number assigned is the next highest FSCS ID# from the one previously assigned. All branches, bookmobiles and centrals are carried over to the new administrative entity record. The old administrative entities that merged are tracked in the historical database under their old and new FSCS ID #s.)

WinPLUS - Administrative Structure Changes Alabama FY-2003

Merge Administrative Entities

Select Administrative Entity(ies)

	LIBID	LIBNAME	CITY	FSCSKEY
<input type="checkbox"/>	100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
<input type="checkbox"/>	100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003
<input type="checkbox"/>	100-003	DORA PUBLIC LIBRARY	DORA	AL0004
<input type="checkbox"/>	100-004	DOUBLE SPRINGS PUBLIC LIBRARY	DOUBLE SPRINGS	AL0005
<input type="checkbox"/>	100-005	HALEYVILLE PUBLIC LIBRARY	HALEYVILLE	AL0006
<input type="checkbox"/>	100-006	JASPER PUBLIC LIBRARY	JASPER	AL0007
<input type="checkbox"/>	100-008			AL0009
<input type="checkbox"/>	101-000			AL0010
<input type="checkbox"/>	101-001			AL0011
<input type="checkbox"/>	101-002			AL0012
<input type="checkbox"/>	999-028			AL0013
<input type="checkbox"/>	101-004			AL0014
<input type="checkbox"/>	101-005	EARLE A. RAINWATER MEMORIAL LIBRARY	CHILDERSBURG	AL0015
<input type="checkbox"/>	101-006	LINCOLN PUBLIC LIBRARY	LINCOLN	AL0016
<input type="checkbox"/>	101-007	LINEVILLE PUBLIC LIBRARY	LINEVILLE	AL0017
<input type="checkbox"/>	101-008	LUCILE L. MORGAN PUBLIC LIBRARY	HEFLIN	AL0018
<input type="checkbox"/>	101-009	OXFORD PUBLIC LIBRARY	OXFORD	AL0019
<input type="checkbox"/>	999-070	TALLADEGA PUBLIC LIBRARY	TALLADEGA	AL0020
<input type="checkbox"/>	999-033	ABBEVILLE MEMORIAL LIBRARY	ABBEVILLE	AL0022

WinPLUS

Select two or more Administrative Entities to be Merged.

OK Cancel

Continue Cancel

Next, select the administrative entities to be merged by clicking on the gray box to the left of the names. *The entire row must be highlighted.* You will then receive the message 'Do you want to carry over one of the Administrative Entities?'

If you select 'Yes', you are prompted to 'Select Administrative Entity to carry over'. Select the administrative entity to carry over by clicking on the gray box to the left of the name. *The entire row must be highlighted.*

WinPLUS - Administrative Structure Changes Alabama FY-2003

Merge Administrative Entities

Select Administrative Entity(ies)

LIBID	LIBNAME	CITY	FSCSKEY
100-000	CARL ELLIOTT REGIONAL LIBRARY	JASPER	AL0001
▶ 100-002	CORDOVA PUBLIC LIBRARY	CORDOVA	AL0003

Do you want to carry over one of the Administrative Entities?

Yes No

The name and address information for the entity you selected will carry over to the new entity. If you select 'No', these items are left blank.

WinPLUS 2.5 - Administrative Structure Changes				Alabama		FY-2003	
Merge Administrative Entities							
1A FSCS: AL8009							
Identification							
01 LIBID: AL8009		02 Name: -2					
Street Address				Mailing Address			
03 Address: -2				07 Address: -2			
04 City: -2				08 City: -2			
05 ZIP: -2		06 ZIP+4: -1		09 ZIP: -2		10 ZIP+4: -1	
11 County: -2							
12 Phone: - -2		13 Web Address: http:// -2					
14 Interlib. Rel.: -2		17 FSCS PL: ?					
15 Legal Basis: -2		18 Geo.: -2					
16 Admin. -2		19 Boundary Change: ?					
Cancel Merge		Save Now		Cancel Changes		Exit	

Next, the 'Merge Administrative Entities' screen is displayed. Enter the data for the newly merged administrative entity record. The outlets from the old administrative entities are now attached to the newly merged administrative entity record. Select 'Save Now' or 'Exit' to save the data, or select 'Cancel Merge' to cancel the structure change and return to the 'Administrative Entity Structure Changes' menu.

5.6.5 Delete Closed Administrative Entity (Library did not merge or change)

To delete an administrative entity that has closed, choose 'Delete Closed Administrative Entity' from the 'Administrative Entity Structure Changes' menu and select 'Continue'. (Note: The closed administrative entity record is deleted from the administrative entity file, but is automatically tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* When you choose 'Close', you will be asked 'Do you want to delete this Administrative Entity and all of its Outlets?'

WinPLUS 2.5 - Administrative Structure Changes Alabama FY-2003

Close Administrative Entity

1A FSCS: AL0157

Identification

01 LIBID: 999-001 02 Name: AKRON PUBLIC LIBRARY

Street Address Mailing Address

03 Address: FIRST AVENUE SOUTH 07 Address: PO BOX 8

04 City: AKRON 08 City: AKRON

05 ZIP: 35441 ZIP+4: 0008

11 County: HALE

12 Phone: 205-372-31

Do you want to delete this Administrative Entity and all of its Outlets?

Yes No

14 Interlib. Rel.: NO 17 FSCS PL: Y

15 Legal Basis: CI 18 Geo.: CI1

16 Admin. SO 19 Boundary Change: Y

Choose 'No' to cancel, or 'Yes' to delete the closed administrative entity.

5.6.6 Delete Incorrect Record

To delete an incorrect administrative entity, choose 'Delete Incorrect Record' from the 'Administrative Entity Structure Changes' and choose 'Continue'. (Note: The deleted administrative entity is tracked in the historical database under its original FSCS ID# and can later be restored. See section 5.6.7—Restore Previous Deletion).

The next screen will display a list of all administrative entities. Choose the administrative entity that you want to delete by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Click on 'Delete'. You will be asked, 'Do you want to delete this Administrative Entity and all of its Outlets?'

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Delete incorrect Administrative Entity record

1A FSCS: AL0037

Identification

01 LIBID: 103-001 02 Name: ANDALUSIA PUBLIC LIBRARY

Street Address Mailing Address

03 Address: 212 SOUTH THREE NOTCH STREET 07 Address: 212 SOUTH THREE NOTCH STREET

04 City: ANDALUSIA 08 City: ANDALUSIA

05 ZIP: 36420 ZIP+4: 3710

11 County: COVINGTO

12 Phone: 334-222-66

Do you want to delete this Administrative Entity and all of its Outlets?

Yes No

14 Interlib. Rel.: ME 17 FSCS PL: Y

15 Legal Basis: CI 18 Geo.: CI1

16 Admin. SO 19 Boundary Change: Y

Choose 'Yes' to delete, 'No' to cancel. If you choose 'Yes', you will receive the message 'Delete completed'.

5.6.7 Restore Previous Deletion

To restore an administrative entity record, choose 'Restore Previous Deletion' from the 'Administrative Entity Structure Changes' menu. (Note: The deleted record is restored from the historical database and becomes a current record under its original FSCS ID#.)

WinPLUS 2.5 - Administrative Structure Changes Alabama FY-2003

Restore Administrative Entity record

Select an Administrative to Restore

FSCS	LIBID	LIBNAME	CITY
AL0212	999-064	ALABAMA LIBRARY EXCHANGE	HUNTSVILLE
AL8000	FSCS 136	ALABAMA PUBLIC LIBRARY SE	MONTGOMERY
AL0214	517-000	BARBOUR COUNTY LIBRARY C	EUFAULA
AL0153	514-000	CALHOUN CO. PUBLIC LIBRARY	ANNISTON
▶ AL0185	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0230	100-009	CARBON HILL CITY LIBRARY	CARBON HILL
AL0183	999-027	CLARKE COUNTY LIBRARY DE	GROVE HILL
AL0220	515-000	DALE COUNTY COOPERATIVE	OZARK
AL0224	FSCS 215	GARDEN CITY PUBLIC LIBRARY	GARDEN CITY
AL0213	FSCS 150	HENRY COUNTY LIBRARY AUT	COLUMBIA
AL0137	-1	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0108	501-000	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0089	501-000	JEFFERSON CO LIBRARY COOF	BIRMINGHAM
AL0221	516-000	LAUDERDALE COUNTY REGION	FLORENCE
AL8001	AL8001 - 1	LIBRARY MANAGEMENT NETW	DECATUR
AL0008	100-007	LYNN PUBLIC LIBRARY	LYNN
AL0138	510-010	MILDRED B HARRISON REGION	COLUMBIANA
AL8002	AL8002 - 1	MOUNT VERNON PUBLIC LIBRA	MT VERNON
AL0050	100-000	MUSCLE SHOALS REGIONAL	FLORENCE

Restore Cancel

Choose the administrative entity to restore from the list of administrative entities by clicking on the gray box to the left of the name. *The entire row must be highlighted.* Choose 'Restore'.

WinPLUS 2.5 - Administrative Structure Changes				Alabama		FY-2003	
Restore Administrative Entity record							
1A FSCS: AL0185							
Identification							
01 LIBID: 100-009		02 Name: CARBON HILL CITY LIBRARY					
Street Address				Mailing Address			
03 Address: 414 NW 5TH AVENUE		07 Address: -2					
04 City: CARBON HILL		08 City: -2					
05 ZIP: 35549		06 ZIP+4: 0116		09 ZIP: -2		10 ZIP+4: -1	
11 County: WALKER							
12 Phone: 205-924-4254		13 Web Address: http:// -2					
14 Interlib. Rel.: NO		17 FSCS PL: N					
15 Legal Basis: CI		18 Geo.: -1					
16 Admin. SO		19 Boundary Change: N					
Cancel Restore		Save Now		Cancel Changes		Exit	

The historical database only restores data for data elements 1 through 12 and 14 through 19. Enter the data for the remaining items later from the WinPLUS Main Menu option 'View/Update Administrative Entity or Outlet Records'. Select 'Save Now' or 'Exit' to save the changes or 'Cancel Restore' to cancel the procedure.

